



Office of the Receiver of Taxes

116 Hampton Road
Southampton, NY 11968

Phone: (631) 702 - 2470

Fax: (631) 287 - 5732

Email: WebTax@southamptontownny.gov

View or Pay Your Taxes Online

GETTING STARTED

Dec 2010

TOWN OF SOUTHAMPTON



The Town of Southampton
Supervisor Anna Throne-Holst

Town of Southampton Property Tax Payment Portal

Enter your Account ID and Password

Account ID

Password

[Log In](#)

[Forgot your account or password? Click Here to reset](#)

[First time users Click Here to create an account \(non-GIS subscribers\)](#)

Southampton Town Receiver of Taxes
116 Hampton Road, Southampton, NY 11968
631-702-2470

For ePayments technical support, click here to send an email to: WebTax@southamptontownny.gov

- Click the link **First-time user? Register here**



The Town of Southampton
Supervisor Anna Throne-Holst
Town of Southampton Property Tax Payment Portal

Account Creation

Step 2: Create an Account ID and Password. Password must be between 6 and 16 characters long. It must contain letters and at least one numeric character. Special characters are allowed but optional. Special characters allowed : !@#\$%^&*()

Name & Address

Account ID

Password

Confirm Password

E-mail Address

[TERMS AND CONDITIONS](#)

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116 Hampton Road, Southampton, NY 11968
631-702-2470
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- Create an Account ID and Password
- Account ID can be first name and last name, nickname, initials etc.
- Create a password (passwords need to contain at least one number)
- Enter a valid email address
- Then click **Create**



- All fields which have an * before them are **REQUIRED**

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Account Creation

☒ Individual ☐ Company

Prefix

*First Name

Mid Name

*Last Name

Suffix

Address Line Before

*House No

Direction

*Street Name

Street Suffix

Direction

Secondary Address Indicator

Unit

Address Line After

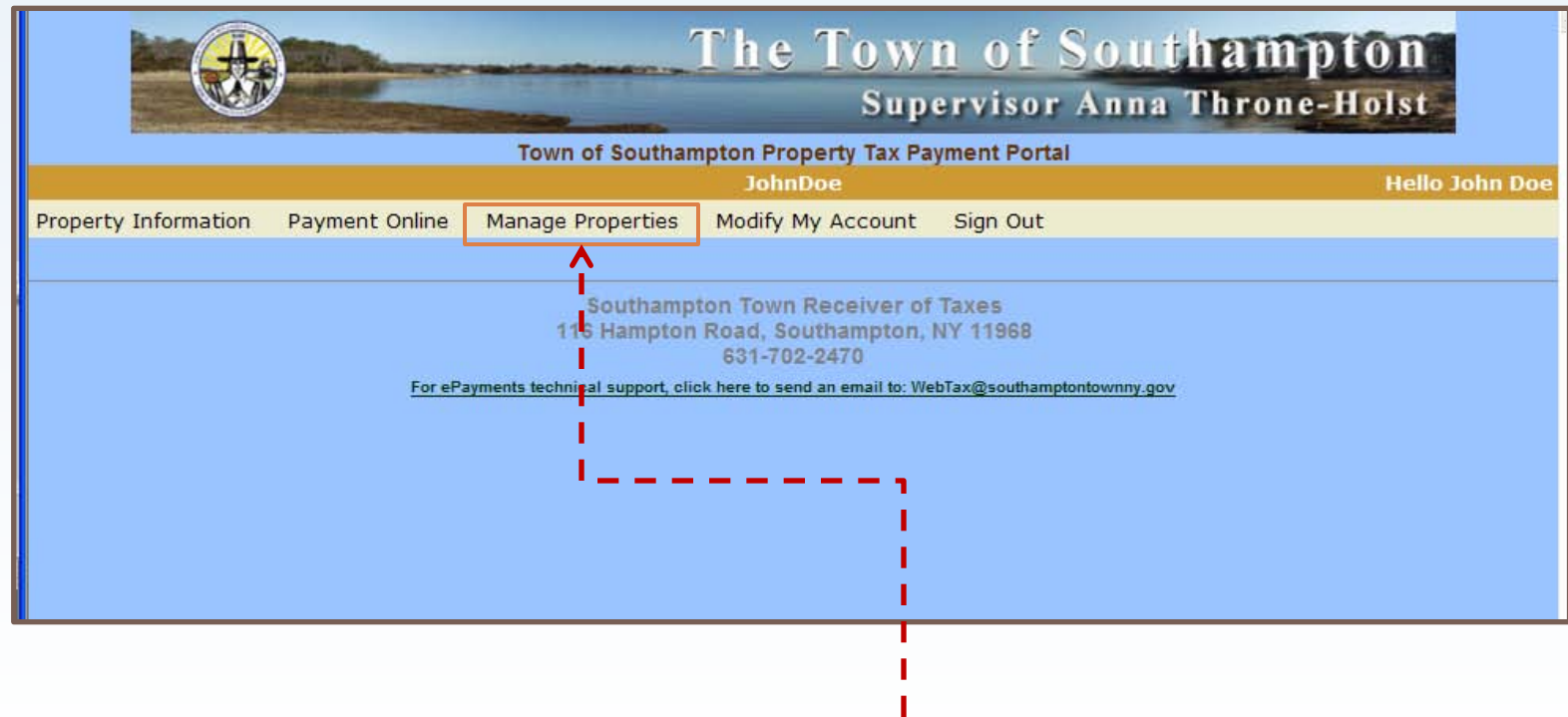
*City

*State / Province

*Zip Code

*Country

- Enter any additional information
- Then click **Save**



- To begin to manage your properties.



- Before you can view property information you must add properties to your account
- Click **Manage Properties**
- Click **Add Properties**

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Town of Southampton Property Tax Payment Portal

Properties JohnDoe Hello John Doe

Property Information Payment Online **Manage Properties** Modify My Account Sign Out [Help?](#)

Properties in Your Profile

2 Properties Found.

<input type="checkbox"/>	473605-007.000-0004-001.002	116 Hampton Rd
<input type="checkbox"/>	473689-051.000-0002-073.001	Caldwell Rd

[TERMS AND CONDITIONS](#)

Properties JohnDoe Hello

Property Information Payment Online Manage Properties Modify My Account Sign Out [Help?](#)

Properties in Your Profile

[Add Properties](#) [Remove Selected](#)

2 Properties Found.

<input type="checkbox"/>	473605 007.000-0004-001.002	116 Hampton Rd
<input type="checkbox"/>	473689 051.000-0002-073.001	Caldwell Rd

[Select All](#) [Unselect All](#)

Please complete the following step(s)

Please Make a Selection

Make a Search By

- ☐ Property Address
- ☐ Subdivision
- ☐ Owner Name (Individual)
- ☐ Owner Name (Company)
- ☐ Bill Number
- ☒ Tax Map Number

[Next](#)

- Select Radio Button to make a search
- Click **Next**

- The property you have requested should appear in the **Properties Found** section
- Check the checkbox next to the property you wish to add to your account
- Click **Add to Account**

Properties in Your Profile

[Add Properties](#) [Remove Selected](#)

0 Properties Found.

No Record Found

Enter your search criteria and click the Find button.

Tax Map Number

House Number

Street

City

[Find](#)

Search Results:

Properties Found: 1

<input checked="" type="checkbox"/>	473605 007.000-0004-001.002	116 Hampton Rd
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[Select All](#) [Unselect All](#)

[Add to Account](#)



Property Information Payment Online Manage Properties Sign Out [Help?](#) [English](#)

Version: 4.0.13

Properties in Your Profile

[Add Properties](#) [Remove Selected](#)

1 Properties Found.

<input type="checkbox"/>	473605 007.000-0004-001.002	116 Hampton Rd
Select All	Unselect All	

Enter your search criteria and click the Find button.

Tax Map Number

House Number

Street

City

Properties Found: 1

No results matched your search criteria

2 Properties Found.

<input type="checkbox"/>	473605 007.000-0004-001.002	116 Hampton Rd
<input type="checkbox"/>	473689 051.000-0002-073.001	Caldwell Rd
Select All	Unselect All	

Enter your search criteria and click the Find button.

Tax Map Number

House Number

Street

City

[Find](#)

Search Results:

Properties Found: 1

<input checked="" type="checkbox"/>	473689 051.000-0002-074.000	Huntington Crossway
Select All	Unselect All	

[Add to Account](#)

- Click the checkbox next to the property you wish to add to your account
- Click **Add Properties**
- You may also search for properties by Tax Map Number



Please correct the following errors:

- You cannot have more than 3 property in your profile.

Properties in Your Profile

Your limit of 3 properties has been reached. You cannot add any more properties.

Add Properties Remove Selected

3 Properties Found.

<input type="checkbox"/>	473605 007.000-0004-001.002	116 Hampton Rd
<input type="checkbox"/>	473689 051.000-0002-073.001	Caldwell Rd
<input type="checkbox"/>	473689 051.000-0002-074.000	Huntington Crossway

Select All Unselect All

Enter your search criteria and click the Find button.

Tax Map Number

House Number

Street

City

Find

Search Results:

Properties Found: 1

<input checked="" type="checkbox"/>	473689 120.000-0003-006.000	Landlocked
-------------------------------------	-----------------------------	------------

Select All Unselect All

- Please note by default you may only have 3 properties in your account
- If you wish to have more than 3 properties in your account, please contact the Tax Receiver's Office at (631) 702 - 2470 or

WebTax@southamptontownny.gov



- To view property information click **Property Information**

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JohnDoe Hello John

Properties
Property Information Payment Online Manage Properties Modify My Account Sign Out [Help?](#)

Please correct the following errors:

- You cannot have more than 3 property in your profile.

Properties in Your Profile

Your limit of 3 properties has been reached. You cannot add any more properties.

[Add Properties](#) [Remove Selected](#)

3 Properties Found.

<input type="checkbox"/>	473605 007.000-0004-001.002	116 Hampton Rd
<input type="checkbox"/>	473689 051.000-0002-073.001	Caldwell Rd
<input type="checkbox"/>	473689 120.000-0003-006.000	Landlocked

[Select All](#) [Unselect All](#)

Please complete the following step(s)

Enter Your Search Criteria

[Search](#)

[Back](#) [Next](#)



Please complete the following step(s)

Please Make a Selection

Predefined Selections

- ☐ Property: 116 Hampton Rd
- ☒ Property: Caldwell Rd
- ☐ Property: Landlocked

Make a Search By

- ☐ Property Address
- ☐ Subdivision
- ☐ Owner Name (Individual)
- ☐ Owner Name (Company)
- ☐ Bill Number
- ☐ Tax Map Number

Next

- To view property information click **Property Information**
- Click the radio button next to the property you wish to view, then click **Next Step**

- Click View and view information
- Click Pay Online to make payment.

Main Report

Town of Southampton

Online Information

Property Information

Property Address: **Caldwell Rd**

Tax Map Number: 473689 051.000-0002-073.00

Property Class: 692 Roads, Streets, Highways, P

Owner: **Southampton Town**
116 Hampton Road
Southampton NY 11968

Tax Information

Tax Detail For Fiscal Year 2010	View	Duplicate Tax Bill	Pay Online
Tax Detail For Fiscal Year 2009	View		
Tax Detail For Fiscal Year 2008	View		
Tax Detail For Fiscal Year 2007	View		



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Town of Southampton Property Tax Payment Portal
JohnDoe Hello John Doe

Property Information Payment Online Manage Properties Modify My Account Sign Out [Help?](#)

Step 1: Select the amounts you are paying.

Description	Details												
Real Estate 2010 Tax Map Number: 473689 051.000-0002-073.001 Property Location: Caldwell Rd	<table><thead><tr><th>Type</th><th>Amount</th><th>Select</th></tr></thead><tbody><tr><td>First Installment</td><td>\$</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Second Installment</td><td>\$</td><td><input type="checkbox"/></td></tr><tr><td>Total Amount:</td><td>\$</td><td></td></tr></tbody></table> <div>Select All Unselect All</div>	Type	Amount	Select	First Installment	\$	<input checked="" type="checkbox"/>	Second Installment	\$	<input type="checkbox"/>	Total Amount:	\$	
Type	Amount	Select											
First Installment	\$	<input checked="" type="checkbox"/>											
Second Installment	\$	<input type="checkbox"/>											
Total Amount:	\$												

[TERMS AND CONDITIONS](#)

[Back to Your Account](#) [Next Step](#)

- Select payment type
- Click **Next Step**

- Enter payment amount.
- Click **Next Step**

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JohnDoe Hello John Doe

Property Information Payment Online Manage Properties Modify My Account Sign Out [Help?](#)

Step 2: Accept the default or enter the amount you want to pay.

Description	Details	Amount To Pay								
Real Estate 2010 Tax Map Number: 473689 051.000-0002-073.001 Property Location: Caldwell Rd	<table><thead><tr><th>Type</th><th>Amount</th></tr></thead><tbody><tr><td>First Installment</td><td>\$</td></tr><tr><td>Second Installment</td><td>\$</td></tr><tr><td>Total Amount:</td><td>\$</td></tr></tbody></table>	Type	Amount	First Installment	\$	Second Installment	\$	Total Amount:	\$	<input type="text"/>
Type	Amount									
First Installment	\$									
Second Installment	\$									
Total Amount:	\$									

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[Back to Your Account](#) [Next Step](#)

JohnDoe Hello John Doe

Property Information Payment Online Manage Properties Modify My Account Sign Out [Help?](#)

Step 3: Select Previous Payer, if you have already made an ePayment, or select a New Payer and fill in the parameters.

☒ Web User
John Doe
116 Hampton Rd
Southampton NY 11968

☐ New Payer

First Name

Middle Name

Last Name

or company name

House Number

Street

Address Line 2

City

State / Province

Zip Code / Postal Code

E-mail

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[Previous Step](#) [Next Step](#)

- Select payer
- Click **Next Step**

- Enter payment type.
- Click **Next Step**

JohnDoe Hello John Doe

Property Information Payment Online Manage Properties Modify My Account Sign Out [Help?](#)

Step 4: Select the payment type.

☐ Electronic Fund Transfer (EFT)
A convenience fee of \$1.00 is applicable.

☒ Credit Card
A convenience fee of \$0.04 is applicable.

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[Previous Step](#) [Next Step](#)

JohnDoe Hello John Doe

Property Information Payment Online Manage Properties Modify My Account Sign Out [Help?](#)

Step 5: Enter your Credit Card Information.

Type:

Number:

Month: Year:

Expiration date:

Name as it appears on card: John Doe

Address as it appears on card: 116 Hampton

Zip code / Postal code as it appears on card: 11968

A convenience fee of \$0.04 is applicable.

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[Previous Step](#)

- Enter Credit card information
- Click **Next Step**

JohnDoe Hello John Doe

Property Information Payment Online Manage Properties Modify My Account Sign Out [Help?](#)

Step 5: Enter your Credit Card Information.

Type:

Number:

Month: Year:

Expiration date:

Name as it appears on card: John Doe

Address as it appears on card: 116 Hampton

Zip code / Postal code as it appears on card: 11968

A convenience fee of \$0.04 is applicable.


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JohnDoe Hello John Doe

Property Information Payment Online Manage Properties Modify My Account Sign Out [Help?](#)

Step 5: Enter your bank information for the transfer of funds.



Bank ID Account Number Check Number

Bank ID

Bank Account Number


A convenience fee of \$1.00 is applicable.

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- **OR** enter Checking Information
- Click **Next Step**





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JohnDoe

Hello John Doe

Property Information Payment Online Manage Properties Modify My Account Sign Out [Help?](#)

Step 6: Please confirm the payment

Billing Information
John Doe
116 Hampton Rd
Southampton NY 11968

Invoice

Description	Amount
Real Estate 2010	
Tax Map Number: 473689 051.000-0002-073.001	
Property Location: Caldwell Rd	
Convenience fee	
Payment Grand Total	

Payment Method - Electronic Fund Transfer (EFT)
Bank ID
Bank Account Number

Note:
It may take several minutes to process your order, depending on the speed of your modem or Internet connection. Please DO NOT click on the PROCESS PAYMENT button more than once. Note that payments are registered every day before 4:30 PM.

☒ Select to confirm that the above information is correct and you are ready to process your ePayment.

Process Payment

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- Review payment Information
- Click Process Payment



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